

15-Day Reporting (Reporting Interest)

Principals must report to the Ethics Commission each bill, budget bill subject, proposed rule, and topic on which the organization makes a lobbying communication. After the first five occurrences of lobbying activity, the principal must report all activity to the Ethics Commission within 15 days of the first lobbying communication on the bill/subject/topic/rule. If a principal is very active, best practice is to submit a 15 day report every fifteen days. Do not wait until Statements of Lobby and Expenditures (SLAE) are due, because that deadline is more than 15 days after the deadline to submit a 15 day report and the principal will be penalized.

If a topic is going through many legislative transformations, the reporting on that topic should reflect the state of the matter at the time of communication with officials. For example: if a principal lobbies on a topic and believes it may be included in the upcoming budget proposal, the topic must be reported as a *topic* first. If the topic then is taken up in the budget bill and the principal continues to lobby on it, the topic should now be reported as a *budget bill subject*, after they are published. If the matter now a part of a *budget bill subject* is removed from the budget, but is still being lobbied on as a standalone bill, it should again be reported as a *topic*. If that *topic* is introduced as a standalone bill, lobbying activity on it must now be reported as a *legislative proposal*.

Required Information for Submitting a 15-Day Report (§13.67):

- Legislative Proposal:
 - House (Senate/Assembly)
 - Proposal type (bill, resolution, joint resolution)
 - o Bill number
 - Session
 - Interest notification date
 - Reporting period
 - o Position
 - Comments
- Budget Bill Subject:
 - Name of budget bill subject
 - Interest notification date
 - Reporting period
 - o Position
 - Comments
- Proposed Rules:
 - Agency name
 - Proposed rule number
 - Interest notification date
 - Reporting Period
 - Position

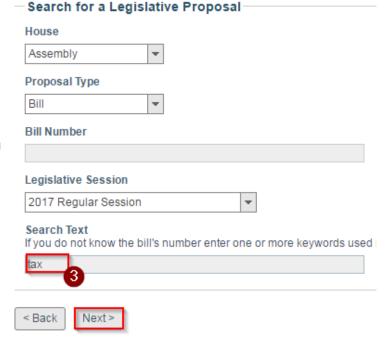
- o Comments
- Topics:
 - Interest notification date
 - Reporting period
 - Topic subject
 - Action type (legislative matter/Rule by state agency/both legislative matter and rule)



Budget Bill Subjects are published generally within a few days of the proposal of the budget, with titles from their "relating to" clause, and may not exactly match a topic. This is not an error, but is because topic titles are determined by principals when they self-report.

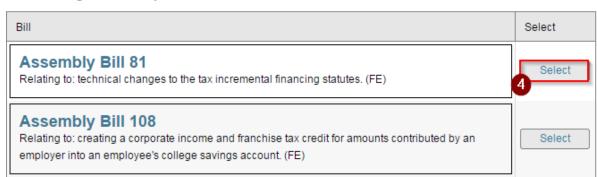
Legislative Proposals

- Log in to the user account and click Submit
 15 Day Report on the left navigation bar (not pictured).
- Click the appropriate option for registering an interest—which in this case is a legislative proposal. Be sure to choose the correct principal from the drop-down menu and click Next > (not pictured).
- Search for the bill, joint resolution, or resolution by number or by key word in the bill's "relating to" clause (in the example, the search text is "tax." Click Next >.

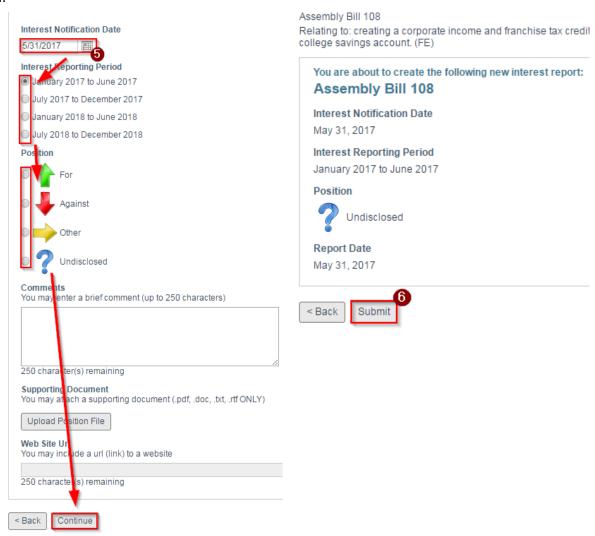


4. Click **Select** next to the appropriate bill, joint resolution, or resolution.

Select a Legislative Proposal



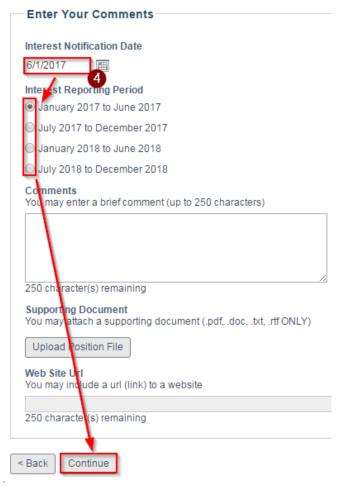
- 5. Be sure the *Interest Notification Date* is accurately reflects the day the lobbyist had communication on the bill. The field auto-populates with the current date if not changed. Next, ensure the *Interest Reporting Period* is accurate. Add any comments from the principal, a document such as a memo, and/or a link to a website. Click **Continue.**
- 6. Ensure that the information regarding the principal's position, the reporting period, and the interest notification date is correct. Click **Submit**. Eye on Lobbying will send a confirmation of the 15 day report via email.



Budget Bill Subjects

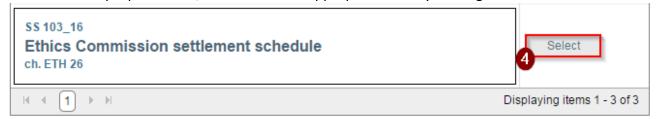
Budget bill subjects are published by the Wisconsin Ethics Commission in Eye on Lobbying within five days of publication by the Legislative References Bureau. Until budget bills subjects are published, they should be reported as topics in 15-day reports.

- 1. Log in to the user account and click **Submit 15 Day Report on the left navigation bar (not pictured).**
- Click the appropriate option for what registering interest—which in this case is a Budget Bill Subject.
 Be sure to choose the correct principal from the drop-down menu and click Next > (not pictured).
- Search for the budget bill subject from the dropdown menu, and chose the appropriate subject. Click Next > (not pictured).
- 4. Be sure the *Interest Notification Date* accurately reflects the day the lobbyist had communication on the budget bill subject. The field auto-populates with the current date if not changed. Next, ensure the *Interest Reporting Period* is accurate. Add comments from the principal, a document such as a memo, and/or link to a website. Click **Continue.**
- Ensure that the information regarding the budget bill subject and the interest notification date are correct.
 Click Submit (not pictured). Eye on Lobbying will send a confirmation of the 15 day report via email.

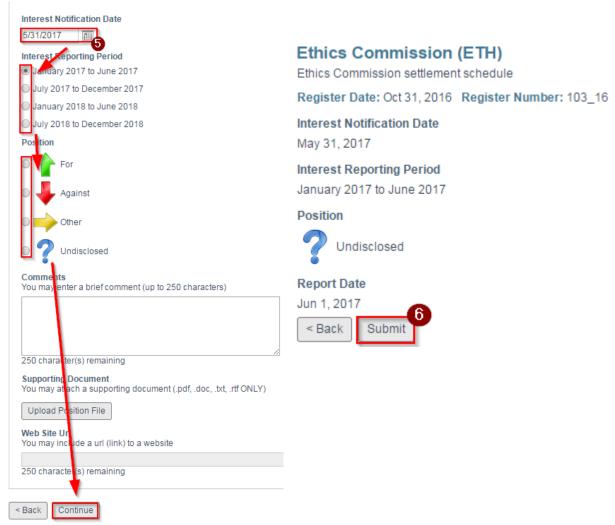


Proposed Rules (Rule-Making Proceeding)

- 1. Log in to the account and click Submit 15 Day Report on the left navigation bar (not pictured).
- 2. Click the appropriate option for registering interest—which in this case is a Proposed Rule. Be sure to choose the correct principal from the drop-down menu and click **Next** > (not pictured).
- 3. Search for the agency that is proposing the rule from the drop-down menu, and choose the appropriate agency. Click **Next >** (not pictured).
- 4. Search for the proposed rule, and choose the appropriate one by clicking **Select.**



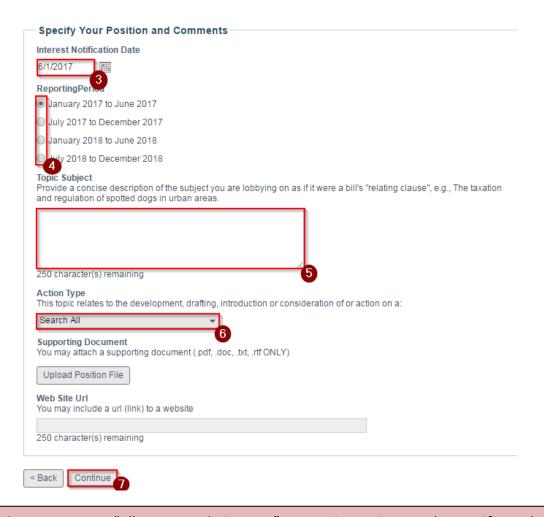
- 5. Be sure the *Interest Notification Date* accurately reflects the day the lobbyist had communication on the proposed rule. The field auto-populates with the current date if it is not changed. Next, ensure the *Interest Reporting Period* is accurate. Then choose the principal's position on the proposed rule. Add comments from the principal, a document such as a memo, and/or a link to a website. Click **Continue.**
- 6. Ensure that the information regarding the principal's position, the reporting period, and the interest notification date is correct. Click **Submit**. Eye on Lobbying will send a confirmation of the interest via email.



Topics

- 1. Log in to the user account and click Submit 15 Day Report on the left navigation bar (not pictured).
- 2. Click the appropriate option to register interest in—which in this case is a Topic. Be sure to choose the correct principal from the drop-down menu and click **Next** > (not pictured).

- 3. Enter the correct *Interest Notification Date*. The field auto-populates with the current date if it is not changed.
- 4. Choose the correct Interest Reporting Period.
- 5. Enter the *Topic Subject*. This should be a very concise description of the topic that was discussed and should be similar to a bill's "relating to" clause.
- 6. Choose the type of action that this topic relates to. This can be thought of as the goal of the communication. Upload a file documenting the principal's position or a website.
- 7. Click Continue.
- 8. Ensure that the information regarding the principal's position, the reporting period, and the interest notification date is correct. Click **Submit** (not pictured)Eye on Lobbying will send a confirmation of the 15 day report via email.





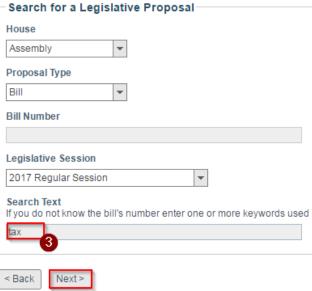
NOTE: Do **not** use "All matters relating to X" as a topic. Topics must be specific, and should be similar to a bill's "relating to clause". If you have questions about what to title a topic, please contact the Ethics Commission.

Do **not** describe the communication that took place (e.g., "Spoke with Rep. X's office about the possible effects Y could have on Z and set up another meeting). Be as *informative* as possible while remaining *succinct*.

Amending a 15-Day Report

If information in a previous 15-Day Report was entered incorrectly, or the principal or lobbyist would like to change any information in the 15-Day Report or delete the interest, they can do so by *amending that report*.

- Log in to the user account and click Submit 15 Day Report on the left navigation bar (not pictured).
- Click the appropriate option for amending—
 legislative proposal, budget bill subject, proposed
 rule, or topic. Be sure to choose the correct
 principal from the drop-down menu and click Next >
 (not pictured).
- 3. Choose the appropriate search criteria for the legislative proposal, budget bill subject, proposed rule, or topic to amend. Then click **Next** >.



- 4. Be sure that the interest is the correct one to amend, and click **Edit** or **Delete** (not pictured). The Eye On Lobbying application will only allow you to delete a 15-day report within 24 hours of first reporting it. If you need to delete a report after the initial 24 hours, please contact the Ethics Commission.
- 5. Change information as necessary and click **Update**.
- 6. Ensure that all information is correct. Click **Submit**. Eye on Lobbying will send a confirmation of the change via email (not pictured).





NOTE: Please refrain from amending reports more than necessary. If you are experiencing issues with how to report or find yourself consistently amending information, please contact the Ethics Commission.

Supporting Document

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You may attach a supporting docu

Upload Position File

Web Site Url

You may include a url (link) to a w

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